

# Reply Brief

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Appeals**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Reply Brief** from the event list.
  - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** A case verification screen displays.
- ☐ Click **Next**.
- STEP 7.** Select docket entries which are to be associated with the above schedule(s).
- ☐ Click **Next**.
- STEP 8.** The **Terminate Pending Deadlines** screen displays. Terminate only an applicable deadline.
- ☐ Click **Next**.
- STEP 9.** The attach the PDF document screen displays.
- ☐ Click **Browse** to select the appropriate PDF to attach.

- ☐ Click **Next**.

**STEP 10.** A case verification screen displays.

- ☐ Click **Next**.

**STEP 11.** The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.

- ☐ Click **Next**.

**STEP 12.** The **Notice of Electronic Filing** screen displays.